This one-year certificate program is designed to give the student a full understanding and knowledge of Microsoft Office, including Introduction to Computers and Advanced Computers. Office Technology, Math of Finance and Business Communications. The students will also be prepared to take the MOS Certification exam for each program application.

The student will receive instruction in Principles of Management, Accounting, Computerized Accounting Management Information System, Human Resources Management, and employment readiness skills. Upon successful completion of this program, the student will have the skills to obtain a position in a variety of office settings.

PROGRAM DESCRIPTION

COURSE OUTLINE

- Microsoft Office 2010 Introductory and Advanced
- Accounting 1 & 2
- Computerized Accounting
- Business Communications
- Business Ethics
- Introduction to Management
- Math of Finance
- Human Resource Management
- Employment Readiness Skills